

May 27, 2020

To all students

**Regarding the University Response to the COVID-19 Situation (Consolidated Version #3)
AY2020 Spring Semester Classes, the Grading System, and Financial Support**

President Osamu Murata

As you know, the state of emergency that was declared in April by the government was lifted on May 14 (Thursday), and the requests from Hyogo and Osaka prefectures for businesses to close are no longer in effect.

In response to this, we are looking into partially resuming on-campus education and research activities in a staged manner. However, the risk of infection by COVID-19, which has raged all over the world, is still present, and measures to prevent its spread must be continued. For that reason, as a general rule, classes will continue to be conducted online. This decision was made to preserve your learning, while prioritizing health and safety. We ask for your understanding.

We would like to inform you about AY2020 spring semester classes, the grading system, financial support and other measures. Previously made announcements have been included in this notice, as well. There are restrictions on your day-to-day lives and conduct, and we realize that some things may not be to your liking, but we hope that you can move forward towards your goals.

[New Information] State of AY2020 Spring Semester Classes

As a general rule, classes will be conducted online. Because it is very difficult to avoid closed spaces, crowded places and close-contact situations in classrooms and on school commute routes where many students are gathered together, we will continue to conduct online classes. However, some subjects have characteristics make it very difficult for them to be conducted entirely online, such as those involving graduate research supervision, graduate thesis supervision, experiments and practical training, and they may be conducted face-to-face in classrooms or other environments, so please confirm announcements from your school's office.

In addition, there are schools and graduate schools that are looking into the possibility of on-campus face-to-face classes for practicum subjects in June.

*Depending on various circumstances, some people may not be able to come to campus, so we will make it possible for students to participate online, and record interactive classes before and after the seminars. We will exercise consideration so that students will not be disadvantaged in terms of grades depending on whether or not they can participate in person, or whether or not they can attend classes on class days.

[New Information] AY2020 Spring Semester Grading System

Classes will be graded as usual, with a few exceptions. This means that grading will be based on scores in class, reports, and online in-class tests.

However, some undergraduate and graduate schools will conduct written tests in classrooms for

certain subjects during the exam period. We will look into exercising consideration for students who are unable to take exams on campus. After June 10, be sure to check the Grading section in the syllabi of the courses you are taking.

Undergraduate and Graduate Classes (Except for Classes at the Institute for Business and Accounting and the Law School)

*For more information, please refer to “Procedures to Prepare for Class” and the “Q&A for Class-Related Issues.”

The form of online lessons, summary listings, video broadcasts and other course content will vary from teacher to teacher.

Syllabi are being revised so that classes may more appropriately meet their course objectives as online classes. Confirm the syllabi of classes you are going to take (information about the content of online classes will be listed in fields such as “Course Format” and “Study Required Outside Class”).

We realize that there are many aspects regarding online classes which may worry you, such as making preparations before taking the classes, as well as how to access and operate each system. However, university staff will do their best to provide support that is easy to understand as possible, and exercise utmost consideration, so please do your best to approach online learning in a positive manner.

Class-related announcements will be posted in the notices section on the Kyogaku Web Service, so please check it regularly. Be aware that emails from teachers will be sent through LUNA to students’ university email addresses (@kwansei.ac.jp).

Please click [here](#) for prior notices about classes.

[Updated] Preparations for Online Classes

To register for and take online classes, you will need a computer and an Internet connection in order to access servers that offer online course content. Please refer to the following website and make preparations. While you can take online classes via tablets or smartphones, there are some restrictions.

[\[Wiki for online class-related information\]](#)

For students who cannot set up an environment to take online classes for economic reasons, the university has set up a policy to allow them to rent Wi-Fi routers (with 60GB of data per month) and laptops for free for three months. If you need help, please apply as soon as possible (you are responsible for the cost of shipping). Refer to the guides below for further information and key points.

[\[Guide for Free Wi-Fi Router Rental\]](#)

[\[Guide for Free Laptop Rental\]](#)

[Contact] University Co-Op Forum 0798-53-5150

[New Information] Access to Network Printing Services

The university is offering free network printing at convenience stores for students who are having difficulty with classes because they do not have printers at home. If you are having difficulty with classes for this reason, please apply as soon as possible. Further details can be found at the link below.

[Access to Network Printing Services for Students at Convenience Stores](#)

[Updated] Computer Room Use (Via Reservation Only)

While entry to campus is currently prohibited, students who have an unavoidable reason may use computer rooms starting May 21 (Thursday). If you would like to use a computer room, please read the warnings on the following page thoroughly before making a reservation.

[Registration Page](#)

[Updated] Ban on Entry to Campus Premises

<Until May 31>

We will extend the ban on entry to campus premises which was in place up to May 6 (Wednesday), until May 31 (Sunday). Although the requests from the government to close are no longer in effect, we will continue the ban in order to avoid the three Cs and make full preparations for restarting education and research activities in June. This ban on entry will apply to the Nishinomiya Uegahara Campus, Kobe-Sanda Campus, Nishinomiya Seiwa Campus, Nishinomiya Kitaguchi Campus, and Osaka Umeda Campus.

<After June>

For the time being, the ban on entry to campus premises will remain in effect, as we need to continue our efforts to prevent the spread of COVID-19.

However, computer rooms will be partially open, and students who are taking classes whose characteristics make it very difficult for them to be conducted entirely online—such as those involving graduate research supervision, graduate thesis supervision, experiments and practical training, as well as those participating in face-to-face seminar meetings designated by their schools or graduate schools, or taking certain class exams—will be allowed entry.

In addition, even after June, the plan is for office operations (counter services) to remain suspended for the time being. If necessary, each office will respond to inquiries via phone or email, on weekdays only.

Tuition Payments and Applications for Taking a Leave of Absence

The deadline for making tuition payments has been extended by one month, from May 19 to June 19. There is also a system at the university for deferring tuition payments. If you are unable to pay tuition by the deadline, please contact your affiliated school or graduate school.

The submission deadline for requesting a leave of absence has been extended from May 7 to May 29. If you would like to request a leave of absence, please contact the office of your affiliated school or graduate school during the above period.

[\[Contact Information for Schools and Graduate Schools\]](#)

[Updated] Financial Support Such as Scholarships

Due to an increase in students whose household financial situations have suddenly undergone major changes, and who are having difficulty paying tuition, Kwansei Gakuin University will set up special scholarships and HECS-type loans. The details are as follows.

Special Scholarships

Kwansei Gakuin University will provide special scholarships to support students whose household financial situations have suddenly undergone major changes, and who are having difficulty paying tuition. The scholarship amount shall be limited to either 400,000 yen (the annual amount) or the equivalent of half the amount of tuition (rounded down to the nearest thousand yen), whichever is lower. We will make an announcement on the website when details are finalized.

(1)

(2) HECS-Type Loans

Kwansei Gakuin University will set up HECS-type loans for students who are having financial difficulties due to reduced income from part-time jobs, etc., as a result of COVID-19. The amount of the (no-interest) loan will be over 30,000 yen, with the equivalent of annual tuition fees (roughly 700,000 to 1,200,000 yen) as the upper limit. Repayment will be deferred until the income of the student after graduation exceeds 4,000,000 yen. Note that if the student's income after graduating falls below 4,000,000 yen, repayments for the following year will be deferred. The repayments shall have a lower limit of 3% of annual income (120,000 yen a year (12 monthly installments of 10,000 yen) for someone making 4,000,000 yen a year. They shall be paid in a lump sum or in installments.

[Further Details About HECS-Type Loans](#)

(3) National Study Support System for Higher Education

You are eligible for the national study support system if it is confirmed that you fulfill the conditions because of a sudden change to your household financial situation, and your income prospects after that change, due to COVID-19.

Please read the following for details.

[\[MEXT Website\]](#)

[\[JASSO Website\]](#)

(4) MEXT Emergency Aid

This emergency aid is to support students and others who are living independently and are in difficult financial situations due to the spread of COVID-19. Please check the MEXT website for information about those who are eligible and requirements for application.

While the website lists the application period for universities, etc. as starting from May 19 and going sequentially, we are doing our best to make it possible for students to apply by mail starting on June 1 (Monday). Please confirm the application qualifications and required

documents from the MEXT website and prepare the required documents in advance. We will inform you of the details of the application acceptance at a later date, so we ask for your patience..

If You Are Infected with COVID-19

If you are diagnosed with COVID-19, or you suspect you are infected, please contact the office at your affiliated school or graduate school (or CIEC, if you are an international student at KGU through a student exchange agreement, or a short-term international student at KGU through a CIEC-operated program) by telephone immediately. For more details, check the site below.

[Procedures for Dealing with Infectious Disease](#)

The situation regarding the spread of the COVID-19 infection is expected to continue changing, and our response to it may change, as well.